

Chilton, Wisconsin  
October 18, 2016

The regular meeting of the Chilton Common Council was called to order at 6:30 p.m. with Mayor Rick Jaeckels presiding in the council chambers at the Chilton City Hall.

**AGENDA POSTING:**

On 10/14/16, copies of the agenda were delivered to the Mayor, Aldermen, City Attorney, and City Department Heads, were made available to the media, and posted on the City Hall bulletin board and city web page.

**ROLL CALL: COMMON COUNCIL:**

Mayor Rick Jaeckels and seven members of the Council were present at roll call:

Council Member Mark Willems	Council Member Dan Hilton
Council Member Kevin Johnson	Council Member Clayton Thornber
Council Member Ron Gruett	Council Member Greg Kubichka
Council Member Kathy Schmitzer	

Other city officials present were Director of Public Works Todd Schwarz, Police Chief Craig Plehn, City Attorney Derek McDermott and City Clerk Helen Schmidlkofer. Absent and excused Council Member Kurt Stephany.

**General attendance:** Lisa Ditter and Betty Schilling, Chilton Times Journal.

Those in attendance recited the Pledge of Allegiance.

Moved by Hilton, seconded by Kubichka and carried to approve the minutes of the council meeting held on 10/04/2016.

**REPORT OF OFFICERS:**

**MAYOR REPORT:**

- Alderman Thornber had inquired on the Salzsieder property if any of the legal fees totaling over \$5,000.00 could be recouped by the City? I spoke with Attorney McDermott and any costs from the demolition could be recouped however, the legal fees cannot. The property owner did the demo, so there is no recourse for reimbursement.
- Had a conference call earlier today regarding Horizon Uptown Commons II project along with DPW Schwarz and City Clerk Schmidlkofer. Horizon is seeking additional information from the City regarding WHEDA scoring, RFP and the potential for additional funding options from the City. This information will be brought forward at a future council meeting.
- I received a call from a consulting firm regarding what type of senior housing projects are in the city. They are just investigating at this point on a preliminary basis for one of their customers. Sounds more like rehab verses what is going on with Uptown Commons.
- Buddy Poppy Day is October 28<sup>th</sup> and I encourage everyone to support the VFW poppy sale.

**CITY CLERK REPORT:**

- Absentee voting in the clerk's office prior the November 8 General Election is available until November 4 from 8 AM to 4 PM. Voters can check online at WisVote if their current information is correct prior to election day.
- Provided a snap shot of the mayor and council members' bio and photos that are posted on the city's website.
- October 30 from 3 to 5 PM is Trick or Treating and the Chilton Lions Club will host its annual Halloween movie Sunday, October 30 at the Chilton Cinema.
- Reviewed Chapter 2 of the Municipal Code regarding meetings, order of business, roll call vote, who shall vote, veto by mayor, publication of council meetings and ordinances and motions according to Robert's Rules of Order. In addition, discussed posting of agenda and disclaimer for committee, board or commissions pertaining to council members. Council members that are not members of a committee meeting

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may be present at committee meetings however may only participate under audience participation. They may be allowed to attend closed session but discussion is limited to the topics for which the meeting was closed.

- ↻ Advised the council members of “walking quorums” and it is unlawful to discuss government business after official meetings.

**APPROVE OPERATOR LICENSE APPLICATIONS:**

Moved by Hilton, seconded by Kubichka to approve the two-year license applications to serve fermented malt beverages and intoxicating liquors from October 18, 2016 to June 30, 2018 for Evelyn R. Dederling, Kyle J. Meyer and Lori L. Bodinger. Motion carried. Clerk Schmidlkofer noted the applicants have been approved by the Chilton Police Department.

**DIRECTOR OF PUBLIC WORKS:**

- ↻ Conducting fall clean up and closing parks for the year to include turning off the water.
- ↻ The City will begin leaf pick-up on Monday, October 24, 2016 and continue up to Thanksgiving, weather permitting.
- ↻ Conducting the annual flushing of hydrants, so if you see water on the streets that is the reason.
- ↻ Wastewater Plant is in process of getting both sludge tanks emptied; some repairs need to be made.
- ↻ Street lights – last council meeting we did discuss that the City is aware that we do have problems with some of the street lights on Madison, Main and School Streets (lights that are on a green concrete poles). We are working on this; we are waiting on some drivers (parts) and to exaggerate the problem the electrician that does service the lights, their aerial truck is out of service. Once again, the City is aware of the street lights that are out and we are trying to take care of them as soon as possible.

**AUDIENCE PARTICIPATION:**

No comments.

**NEW BUSINESS:**

Moved by Willems, seconded by Schmitzer to approve the bid for CDBG Loan #16-04 from Calaway Home Improvements for \$14,775.00 to replace the roof, gutters and downspouts contingent upon them renewing their state license by November 1, 2016; if their license is not renewed by the deadline the bid will be awarded to RAM Enterprises for \$15,000.00. Roll call vote.

Gruett – yes	Willems – yes	Kubichka – yes	Thornber – yes
Schmitzer – yes	Hilton – yes	Johnson – yes	Stephany - absent

Seven votes cast. 7 votes aye. Motion carried.

Moved by Johnson, seconded by Kubichka to approve the mayoral appointment of Kathy Schmitzer to the Redevelopment Authority from October 18, 2016 to April 30, 2017. Motion carried. Alderman Willems had a work conflict that no longer permitted him to attend the RDA meetings.

City Clerk Schmidlkofer reviewed the quarterly general fund financial reports in addition to the water and sewer enterprise accounts.

Moved by Thornber, seconded by Hilton to approve the quarterly financial reports as presented. Motion carried.

**REPORT OF COMMITTEES:**

The September 12, 2016 Library Board minutes were distributed to the council members. Mayor Jaeckels asked if anyone had any comments in reference to the library or questions of Schmitzer. No comments were made.

Chairperson Schmitzer reported on the General Government committee meeting held on October 6, 2016. Schmitzer indicated they discussed the seventh officer and to include

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this in the proposed 2017 budget and then the committee went into closed session to discuss wages. No recommendations were given or approved.

The committee received a request from Executive Director Colleen Connors and the Housing Board that a “Chilton Housing Authority” tab be placed on the city’s website. Connors requested to create a tab on the City of Chilton’s website for the Chilton Housing Authority because the company that built and maintained their website is no longer in business. Quotes to rebuild and maintain their website ranged in price from \$1,000.00 to \$2,000.00. The Housing Authority staff would place all their information on this tab and maintain all updates. Schmidlkofer noted that there is no additional charge to the City to add a tab to the current website and the Housing Authority would be given permission to use the administrative side of the site. It was recommended that there would be an agreement between the City and the Housing Authority in case any destruction or errors would occur and who would be responsible for additional costs, if applicable. In addition, the Housing Authority would pay the legal costs to prepare and review an agreement.

Moved by Gruett, seconded by Johnson to approve an agreement between the City of Chilton and the Chilton Housing Authority to allow the Housing Authority access to the City’s website to create and maintain a tab for the Authority. The cost to draft the agreement would be the responsibility of the Chilton Housing Authority. Motion carried.

Willems questioned if the bulky item would be included in the 2017 budget.

Schmidlkofer replied, yes, the bulky item is included at this time. In fact, several items were pending clarification from the committee before the Department Heads could prepare the proposed 2017 budget. Schmidlkofer explained that at the November 1, 2016 council meeting the entire budget would be presented for the entire council in preparation of the 2017 Budget public hearing to be held at 6:45 PM on November 15, 2016. By reviewing the budget with the council before the public hearing, council members would have a better understanding of the budget.

Mayor Jaeckels presented the October 12, 2016 Plan Commission minutes. Jaeckels said that Lisa Ditter of 52 Oak Street is present to seek approval for a home occupation to operate a day care. Mayor Jaeckels noted the council could read through the minutes and see that general questions were asked at the meeting. A condition of the request is to notify residents within 200 feet of the applicant and according to Administrative Assistant Judy Thiel several called to question why they received an agenda but did not want to go on record for or against the request. The Commission did make a recommendation to approve the conditional use request.

Moved by Thornber, seconded by Kubichka to grant the conditional use permit for a home occupation to operate a daycare at 52 Oak Street.

DPW Schwarz said, “That the minutes should reflect that the day care must follow all State of Wisconsin regulations for eight or more children. Ditter does not intend to have eight or more children so all that is required is a conditional use permit for a home occupation.”

Mayor Jaeckels called for a voice vote. Motion carried.

The September 14, 2016 Housing Authority minutes were distributed.

#### **COMMUNICATIONS:**

The October 5, 2016 staff minutes were distributed to the council members.

#### **APPROVE PAYMENT OF BILLS:**

Moved by Hilton, seconded by Thornber to pay the bills. Voucher No. 79338 through Voucher No. 79395 or accounts payable and payrolls totaling \$199,549.15. Roll call vote.  
Gruett – yes                      Willems – yes                      Kubichka – yes                      Thornber – yes

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Schmitzer – abstain    Hilton – yes                    Johnson – yes                    Stephany - absent  
Seven votes cast. Six votes aye. (Schmitzer-abstain) Motion carried.

**ADJOURNMENT:**

Moved by Johnson, seconded by Schmitzer and carried to adjourn at 6:50 p.m. on  
October 18, 2016.

Helen Schmidlkofer, MMC  
City Clerk